

Brigade Command Policy # 01-14

AFZNBA-CO

MEMORANDUM FOR 1<sup>st</sup> Brigade, 1<sup>st</sup> Infantry Division (Mech)

SUBJECT: Gifts Between Federal Employees

1. PURPOSE: To establish Brigade policy on the presentation of gifts to departing members of the BCT.
2. The Standards of Ethical Conduct for Employees of the Executive Branch (Standards) and the Department of Defense Joint Ethics Regulation (DOD 5500.7-R) establish rules on gifts between federal employees. Under these standards and regulations, employees generally are not authorized to give or to solicit gifts to an official superior, or to accept gifts from a lower-paid employee, except in limited situations.
3. The following are the limited exceptions to the general rule prohibiting gifts from subordinate to superior. Gifts may be given:
  - a. On an occasional basis, when gifts are traditionally given, subject to the following limits:
    - (1) non-cash items, with a market value of \$10.00 or less per occasion
    - (2) food/refreshment shared in the office among employees
    - (3) personal hospitality provided at a residence, which is of a type and value customarily provided by the employee to personal friends
    - (4) items given in appreciation of personal hospitality if of a type and value customarily given on such occasions
    - (5) leave time transferred in accordance with the law.
  - b. On special, infrequent occasions, subject to the following: a gift appropriate to the occasion, but not to exceed a value of \$300, may be given to an official superior or accepted from a subordinate or other employee receiving less pay:
    - (1) in recognition of an event of personal significance such as marriage, illness, birth, or adoption of a child
    - (2) upon termination of the subordinate-official superior relationship, e.g. retirement, resignation, transfer.
4. Ignoring the gift restrictions often leads to unfortunate results. Subordinates may place their boss in the position of having to decline the gift, reimburse the full gift price to members of the command, or risk investigation. Common sense should be used. Items unique to military service are in keeping with the letter and spirit of the law. Expensive prints, weapons, or silver services are normally inappropriate presentation items.
5. Commanders will ensure that they and their subordinates understand and comply with the law and

regulations. If commanders or their subordinates have any doubts or questions concerning the giving of a gift, they should contact the BCT legal officer.

6. "Devil Brigade!"

//original signed//  
BART HOWARD  
COL, AR  
Commanding